

Town of Lunenburg

Finance Committee:
Mark Erickson, Chairman
Brian Laffond, Vice-Chairman
Martha McDonald, Secretary
Barbara Reynolds
John Male
Scott Gile



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Lunenburg Finance Committee
Minutes
January 26, 2012

Handwritten signature and date:
3/27/12

Location: Town Hall
Present: Brian Laffond, Martha McDonald, Mark Erickson, John Male, Barbara Reynolds, Scott Gile
Attendees: Kerry Speidel

- 1) Meeting called to order by the Chairman at 7:00 PM; Town Accountant will not be present tonight, trying to reschedule for the first meeting in February
- 2) Communications
 - Winter Bulletin from Powers & Sullivan, CPAs, available
- 3) Minutes Review
 - Minutes reviewed for 9/22/11; BR made motion to accept; BL seconded; all approved
 - Minutes reviewed for 10/18/11; BR made motion to accept; SG seconded; all approved
 - Minutes reviewed for 1/12/12; BR made motion to accept; BL seconded; all approved
- 4) Committee/Department Reports
 - Capital Planning Committee – met last Thursday with intention to prioritize projects, HANDOUT: Prioritization of Capital Plan FY13; top priority project is \$800K for roads with additional \$370K from state aid for total of \$1.2M
 - Monty Tech – VIP Day was held for 400 middle school students; HANDOUT: Monty Tech Update
 - Schools – passed a three year bus contract inclusive of fuel; teachers union is continuing to negotiate
 - DPW – moved in administrative offices on Monday; garage doors expected mid-February
 - Service Level Team – had a discussion on our willingness to borrow for capital items; members stated there are no items on the capital list that FinCom would support borrowing funds to pay for; last meeting started talking about priorities and the general need for an override; Committee went through the priorities and discussed; Governor's budget has higher Chapter 70 dollars than expected (about \$500K); next Service Level Team meeting scheduled on February 3
- 5) Town Manager Updates
 - Summer Street project reviewed at Selectmen's meeting; nine property owners attended the meeting; Town Manager would like to use some of the \$300K funds received from the Tri-Town Project to get the Summer Street project started; the funds would be used for full design costs and would benefit that area of town; construction costs would be paid by a grant
- 6) Old Business
 - FY13 Budget General Discussion – preliminary budget on 2/23/12 by Town Manager; schedule budget hearings (propose meeting weekly during March to hear all department heads); Town Manager will propose a schedule; tentative workshop for Saturday, March 24 at 9 AM with final letter drafted in that meeting
- 7) Adjournment – BL made a motion to adjourn at 8:31 PM, JM seconded; all in favor

Minutes respectfully submitted by Martha McDonald

Capital Plan FY13

Prioritization

Priority 1

DPW Roadway	\$	800,000.00	\$1.2 million partly funded by Chapter 90
TOTAL	\$	800,000.00	

Priority 1A

1. Technology Dept.	\$	75,517.00	Replacements and Special Items
2. School Dept.	\$	107,920.00	Passios roof re-seaming
3. School Dept.	\$	30,750.00	THMS gym roof snow guards
4. DPW	\$	18,000.00	Ritter-Front section roofing
5. Fire Dept.	\$	35,000.00	Repair Engine 4
6. DPW Dept.	\$	35,000.00	4x4 pickup with plow
7. DPW Dept.	\$	40,000.00	1 ton pick-up w/plow
8. School Dept.	\$	33,000.00	replace pick-up w/plow
9. Police Dept.	\$	12,000.00	equip-six tasers
10. School Dept.	\$	64,500.00	district wide mobile media carts
11. Council on Aging	\$	12,800.00	refrigerator, oven, steam table
TOTAL	\$	464,487.00	

Priority 2

1. Library	\$	15,900.00	Paint and repair front of building
2. School Dept.	\$	24,000.00	THMS-repair of drop ceiling
TOTAL	\$	39,900.00	

Addendum:

Technology

Computers

Fire Dept.	\$	950.00	1 computer replacement
Police Dept.	\$	3,800.00	4 computer replacement
Bd. Health	\$	950.00	1 computer replacement
Building Dept.	\$	1,900.00	2 computer replacement
ConComm	\$	1,500.00	1 computer replacement
Council Aging	\$	4,350.00	4 computer replacement
Town Clerk	\$	950.00	1 computer replacement
Technology	\$	1,500.00	1 computer replacement

Printers

Select Board	\$	300.00	1 printer replacement
Library	\$	700.00	2 printer replacement
Council Aging	\$	700.00	2 printer replacement (1 public)
Accounting	\$	300.00	1 printer replacement
Assessors	\$	300.00	1 printer replacement
TOTAL	\$	18,200.00	(Priority 1A above)

Capital Plan FY13 (pg 2)

The remaining budget is for specialized equipment for Police, Fire and other Dept.

Fire Dept.	\$	400.00	camera
Fire Dept.	\$	2,000.00	TV w/PC
Fire Dept.	\$	125.00	wireless access point
Police Dept.	\$	5,015.00	facial recognition camera
Police Dept.	\$	4,950.00	replacement IMC server
Police Dept.	\$	8,788.00	2 toughbooks
Police Dept.	\$	13,951.00	replacement 16 channel DVR
Police Dept.	\$	1,845.00	bar code scanner for IMC
Police Dept.	\$	737.00	supplies & label printer for IMC
Police Dept.	\$	1,540.00	drivers' license scanner
Library	\$	700.00	projector
Town Hall	\$	6,654.00	Munis server
Town Hall	\$	567.00	SQL server for Munis
Town Hall	\$	3,800.00	Munis DB conversion
Town Hall	\$	1,801.00	switches
Town Hall	\$	4,444.00	rewire cat5
TOTAL	\$	57,317.00	(Priority 1A above)

GRAND TOTAL \$ **1,304,387.00** - \$800,000.00 (DPW roadway) = **\$504,387.00**

Requests not included in recommended FY13 Plan

Council on Aging	\$	1,200.00	Banquet tables	budget item
Council on Aging	\$	10,000.00	Prefab galvanized stairs	re-review plan
Council on Aging	\$	150,000.00	Parking Lot	re-review plan
DPW	\$	60,000.00	Emergency generator	Low need
Library	\$	10,000.00	Replace front entry door	review solution
Library	\$	29,800.00	Amt for full painting (latest est.)	1 year cost
School	\$	39,000.00	Repair tennis courts	school replace plan
School	\$	24,000.00	THMS drop ceiling replace	lower priority
Select Board	\$	1,258.00	2 Ipads	withdrawn-cost
Select Board	\$	158.00	Ipads w. protection plans 5	withdrawn-cost
Select Board	\$	2,890.00	5 Ipads w protection plans	withdrawn-cost
Select Board	\$	6,869.00	Town Hall Smart Board	withdrawn-cost
Select Board	\$	6,869.00	Ritter Bldg Smart Board	withdrawn-cost
DPW	\$	2,000.00	Server	purchased